

Question:

How can I easily review the officers assigned to me and check the status of their T-ODP?

Do I have to type in every name or social?

Answer:

You can review them by PASCODE without typing socials!

Step 1

AFPC



□ Login to AMS as a Commander

AMS - Login

AMS

Assignment Management System

To initiate login process, enter your Social Security Number (SSN) and click [Login]

SSN:

Privacy Act Statement

Authority: 10 USC 8013; Executive Order 9397 (22 Nov 1943) **Purpose:** Use of the Social Security Number (SSN) identifies Authorized Personnel to the Assignment Management System. **Routine Uses:** None. **Disclosure:** Voluntary, but failure to disclose your SSN will prevent you from accessing this system.

For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with [National Archives and Records Administration General Schedule 20.] All data collection activities are in strict accordance with DoD Directive 5240.1 (reference (p)).

*It is recommended that you have the latest version of your web browser installed for functionality and security purposes. This site is developed and tested for use with current versions of the Internet Explorer web browser. **For best results, use Internet Explorer.** All site functionality may not be available in other browsers. This site makes use of Cookies, Java, JavaScript and Secure Socket Layer technologies.*

ATTENTION: Using this system constitutes consent to monitoring. See our [Privacy and Security Notice](#) for details.

For Technical Support: [Click Here.](#)

Step 2

AFPC



- Select “Commander” Profile
 - Not seen on this display since AOs aren’t CCs!

AMS - Login

AMS
Assignment Management System

Select profile to be used this session:

Assignment Officer
Member

Next

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Step 3

AFPC



- On Main Menu select “Manning Information”

AMS

Enlisted & Officer Data is current as of 5 Jul 04

Current Profile: Assignment Officer

RIGHT PERSON, RIGHT PLACE, RIGHT TIME
DIRECTORATE OF ASSIGNMENTS

Fall 04 final VML is now visible. PRD will be visible on 16 Apr 04--changed from 13 Apr 04

Welcome [redacted]
Current Email on file: [redacted]

- ☐ Officer Assignments
- ☐ Enlisted Assignments
- ☐ Personnel Information/T-ODP
- ☐ Requisition Management
- ☐ **Manning Information**
- ☐ Pending Assignments (VML)
- ☐ Account Info/Request Higher Access
- ☐ eVector -- The Mentoring Tool

- ☐ ACP Bonus
- ☐ AFAS Commander's Guide
- ☐ AFAS Guide
- ☐ Help
- ☐ Request Technical Support
- ☐ Frequently Asked Questions
- ☐ Log Off

For your protection, AMS automatically ends your session after 45 minutes of inactivity.

Step 4

AFPC



- Type in your PASCODE
- Select “Unit Officer Position Summary”

The screenshot shows the 'AMS - Manning Information' web application. At the top, the title bar reads 'AMS - Manning Information'. Below this, the organization is set to 'AF PERSONNEL CTR /AF DCS PERSONNEL', the location to 'RANDOLPH AFB, TX', and the command to 'APC'. A red box highlights the 'PAS:' field containing the code 'RJ09F7JK'. To the right of this field are two buttons: 'Locate Unit' and 'Locate Position'. Below the PAS field, there are radio buttons for 'PAS Match': 'Unit' (selected), 'MPF', 'MAJCOM', and 'Ignore'. Further down, there are radio buttons for 'Enlisted' and 'Officer' (selected). Below these is a dropdown menu for 'Officer AFSC:' with 'All' selected. A checkbox for 'Exclude Pseudo 8 Positions' is present and unchecked. At the bottom, a red box highlights the 'Unit Officer Position Summary' button. Below this are two more buttons: 'AMS Main Menu' and 'Help'.

AMS - Manning Information

Organization: AF PERSONNEL CTR /AF DCS PERSONNEL
Location: RANDOLPH AFB, TX Command: APC

PAS: RJ09F7JK Locate Unit Position: Locate Position

PAS Match: ☒ Unit ☐ MPF ☐ MAJCOM ☐ Ignore

☐ Enlisted ☒ Officer

Officer AFSC: All

☐ Exclude Pseudo 8 Positions

☒ Unit Officer Position Summary

☐ AMS Main Menu

☐ Help

Step 5

AFPC

- Sort A-Z on “Names” Column
 - This will show officers, alphabetically assigned to the PASCODE submitted
- Highlight the officers name
- Select “Member Information”

The screenshot displays the AFPC (Air Force Personnel Center) software interface. At the top, there are navigation icons and a status bar. Below this, a section for filtering officers is visible, including a radio button for "Enlisted" and "Officer" (selected), a dropdown for "Officer AFSC" set to "All", and several checkboxes for "Exclude Pseudo 8 Positions", "Unit Officer Position Summary", "AMS Main Menu", and "Help".

Below the filters, a summary table shows the status of officers for the unit:

Authorized	Assigned	Pseudo	Double	Vacant
92	127	0	42	19

The main data table lists officers with columns: Position, SSAN, Auth Rank, Auth AFSC, Rank, Name, DAS, and C. The table is sorted by Name (A-Z). The row for "09 0" with rank "LTC" and AFSC "36P4" is highlighted in blue. A red box highlights the "Name" column and the highlighted row. At the bottom, there are buttons for "A -> Z", "Z -> A", "Position Information", "Member Information" (highlighted with a red box), and "Alternate View".

	Position	SSAN	Auth Rank	Auth AFSC	Rank	Name	DAS	C
1	090000443		MAJ	11F4Y		Vacant		
2	09 0		MAJ	T11F3H		Vacant		
3	09 0		MAJ	Q12M3B		Vacant		
4	09 0		MAJ	K12B3E		Vacant		
5	09 0		LTC	36P4		Vacant		
6	090006787		CPT	36P4		Vacant		
7	09 0		LTC	M41A3		Vacant		
8	09 0		CPT	K11F3G		Vacant		
9	090003673		CPT	11F4Y		Vacant		
10	090002971		MAJ	11M4V		Vacant		
11	090009678		MAJ	Y11G4		Vacant		
12	09 0		MAJ	42S4		Vacant		
13	090008067		1LT	41A4		Vacant		
14	090005883		MAJ	36P4		Vacant		
15	090005882		CPT	21A4		Vacant		
16	09 0		CPT	38M4		Vacant		
17	090009680		MAJ	33S4		Vacant		

Step 6

AFPC

- This is the same screen you get to after entering an officer's social
- From here you can easily review the three T-ODP options
- Now just use your browsers backwards / forwards buttons to navigate back to the PASCODE list and repeat for each officer
- Overall- easier than typing all the socials in one by one!

☒ Either
 ☐ Officer
 ☐ Enlisted

Career Brief	AMS Main Menu
Update Transitional ODP (a.k.a. PW)	View T-ODP Reviewed by DT
View T-ODP Pending DT Review	T-ODPs Pending Review

Screen : General Details Go Single Page SURF

Personal Data - Privacy Act of 1974 (5 USC 552a)

Rank	Maj	Name	T	SSAN	A
DAFSC	11F4Y	Core ID		Duty Location	

Component: Active Duty

Data Current as of 05 Jul 2004 at 12:48:54

Date of Rank	Record Status	Duty Status	
01 Apr 2002	ACTIVE NO PROJ ACTION	:NONE	
Duty Title		Effective Date	Expiration Date
CHIEF, F-16 ASSIGNMENTS			
Projected Rank	Line Number	Spouse SSAN/AFSC	Office Symbol
		/	DPAOC
Below the Zone	Phone Number	Phone Type	PP
NONE	DSN 5-2711	Duty Phone	0
		FAX	
UIF	Wt Control	PAS	Joint Tour